

**SIERRA NEVADA CONSERVANCY  
ADVANCE REQUEST INSTRUCTIONS – PROPOSITION 84 GRANT PROGRAMS**

**\*\*Contact your Project Lead to find out the amount available to you in the form of an advance. You must receive an available advance request dollar amount before filling out the request form.**

As noted in the Agreement and on the Advance Request form, an initial advance request is limited to no more than 50% of the total grant award, assuming that 50% of the total grant award is still available and that no previous invoices have been submitted to draw the available balance down below 50% of total grant award. Multiple advances may be authorized but in no case will advances be approved for more than 90% of the total grant award. Subsequent advance requests may not be submitted sooner than 30 days prior to fully expending all previously approved advances.

**Capital/BAB Projects (see list)**

Advances will be repaid by applying 90% of each invoice submitted after the advance is awarded to reduce the balance of the advance until it is paid in full. The remaining 10% of each invoice will be retained pursuant to the requirements set forth in the grant agreement. The final reimbursement invoice for an open advance must be received prior to the release of any new advance payments, release of the 10% retention, or payment of the final invoice.

**Working Capital/Non-BAB Projects (see list)**

In order to deliver the highest dollar amount of the project restart amount as possible, the SNC will be applying an alternate method of the 10% retention policy for Working Capital/Non-BAB projects. Instead of accruing the 10% retention of funds over the life of the project, a “block hold” of 10% of the remaining balance of the grant award will be set at the end of the project timeline. Invoices will be paid out at a rate of 100%, until such time that the expended funds total 90% of the total project amount. The 10% block hold retention will be repaid upon project completion and delivery of the final invoice and reports.

To request an advance, see your SNC project lead and complete the Proposition 84 Grants Program Advance Request [form](#):

1. Contact your Project Lead to receive the advance amount available for your project.
2. Complete the information fields at the top of the form.
3. Complete the budget line item section of your advance request form.

**\*\*All columns will total automatically for you.**

- a. **Section 1) Line item Categories per Exhibit A:** Enter each of the line item categories listed in the Exhibit A “Project Budget Categories” section of your grant agreement.
- b. **Section 2) Budgeted Expenses:** Enter total dollars budgeted for each line item expenses detailed in Exhibit A “SNC Funds” section of your grant agreement.
- c. **Section 3) Project Expenses Invoiced to Date:** Enter the total amount of expenses invoiced on your project to date using details from Column 4 (Year to Date (YTD) Expenses) from the most recent invoice you submitted to the SNC for payment. Enter 0 if you have never requested an advance or submitted an invoice.
- d. **Section 5) Advance Amount Requested:** Enter the total number of dollars you are requesting- broken down into the specific dollar amounts you need from each of your *approved budget line items* from the Exhibit A of your grant agreement. **The amount total must equal the amount authorized by your project lead.** *Note: All line item amounts must stay within original line item budgets as authorized in your grant agreement and you will be required to report actual expenses against each line item.*
- e. **Section 7) Previous Advance Authorized:** If you have received a previous Advance, enter the total approved amount received into this field.
- f. **Section 8) Amount Requested in THIS Advance:** Enter the total dollar amount you want to receive from this advance request. Confirm that your request matched the amount shown in Column 5 of this form.

**NOTE:**

**For Capital/BAB projects:**

If this is your second advance request, confirm that the cumulative totals of your first and second advance requests do not exceed 90% of your total grant award.

**For Working Capital (Non-BAB) projects:**

Contact your SNC project lead before requesting an advance to determine the amount available to you in the form of an advance.

4. Complete all fields and “compelling need for advance” narrative.

5. Sign and mail or email to:

(Name of Your Project Lead)

Sierra Nevada Conservancy

11521 Blocker Dr., Suite 205, Auburn, CA 95603

\*\* If you have questions at any time, please contact your project lead.